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CALIFORNIA  
DEPARTMENT  
OF  
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December 7, 2000

To: County Offices of Education Chief Business Officials

From: Scott Hannan, Manager  
Principal Apportionment Unit  
School Fiscal Services Division

Subject: Notice of Shipment of 2000-01 Reports of Attendance  
for First Period, Second Period, and Annual

The Reports of Attendance and Special Instructions for fiscal year 2000-01, which reflect all legislative changes, are enclosed for distribution to the school districts in your county. The attendance reporting software should be available for downloading on the week of December 11th from the following California Department of Education (CDE) website: [www.cde.ca.gov/sfsdiv/software.htm](http://www.cde.ca.gov/sfsdiv/software.htm).

Please note the following helpful hints:

1. The software allows only one Form J-18/19 per district.
2. Copies of the J-18/19 Charter School forms are provided to report ADA for each charter school. Do not include charter ADA in the various ADA categories on the J-18/19. Only include **the combined total of all** charter school ADA from these forms in the one appropriate category in the J-18/19 for the school district.
3. When completing the J-18/19, County Supplement forms, **please note** that our data processing system will **not** accept ADA in the high school columns from an elementary school district, nor will it accept ADA in the elementary columns from a high school district. Please verify your data entry accordingly.
4. The Form J-18/19B is provided to report ADA for basic aid districts that have courted-ordered voluntary pupil transfer programs or for basic aid "Choice" districts.

Members of your staff and school district personnel involved in attendance accounting should carefully read this letter and all instructions before completing the forms. If the instructions need further clarification, please let us know immediately.

Only one set of the attendance forms is enclosed. Please provide a copy of the appropriate forms to the districts in your county or advise the districts that the forms can be downloaded from the following CDE website: [www.cde.ca.gov/sfsdiv/principal\\_app/princap.htm](http://www.cde.ca.gov/sfsdiv/principal_app/princap.htm). Following are the deadlines for submission of the 2000-01 Reports of Attendance to the School Fiscal Services Division:

First Period Reports ..... January 15, 2001  
Second Period Reports ..... May 1, 2001  
Annual Reports ..... July 15, 2001

**Questions concerning completion of the enclosed forms should be referred to:**

	Area Code <u>(916)</u>	
Terri Emery	324-4551	J-18/19 for Counties Alameda through Los Angeles
Annette Liccardo	324-4543	J-18/19 for Counties Madera through San Mateo
Halena Le	324-4535	J-18/19 for Counties Santa Barbara through Yuba
Annette Liccardo	324-4543	J-18/19C
Terri Emery	324-4551	J-18/19B, J-18/19S
Cindy Chan	322-5101	Charter School Forms
Halena Le	324-4535	J-7 Regular Day Classes (Class Size Penalties)
Julie Anne Woonacott	323-1314	J-7CSR (Class Size Reduction)
Daphne Kelley	324-6178	J-22 Supplement (GATE)
Robb Forsberg	324-4557	J-22 (Handicapped ROC/P)
Patty Eid	324-4540	J-27/28 (Schools and Classes Maintained by County Superintendents of Schools)
Annette Liccardo	324-4543	Continuation Education, Opportunity Schools
Karen Allen-Hudson	324-4538	Adult Education, ROC/P, CalWORKS, Apprenticeship Programs
Terri Emery	324-4551	Summer School
Melissa Collier	445-7354	Intensive Algebra Academies, K-4 Reading
Ophelia De La Paz	323-3282	Special Education Attendance
Kim Clement	327-0857	Attendance Accounting (including approval for new systems)